79TH ORDNANCE BATTALION (EOD)
COMMAND INSPECTION CHECKLIST
FILES MANAGEMENT
11 February 2000

UNIT INSPECTED:_____ SECTION
INSPECTED:_____

DATE:_____
INSPECTOR:_____

                                           GO   NO
GO
1. Does the unit maintain a AR 600-8-22, Dtd 26
Feb 93.   _____
     _____

2. Does the unit maintain a list of files in each
office in which files are kept?
AR 25-400-2, para 5-13   _____
_____

3. Has the list of files been reviewed and approved by the
Unit Information Manager?
**AR 25-400-2, para 5-13b   _____
_____

4. Are records in all files arranged uniformly, i.e.,
chronological, alphabetical, or numerical?
AR 25-400-2, para 5-4   _____
_____

5. Are file numbers entered on documents at the
time of their creation? AR 25-400-2, chapter 7 _____
_____

6. Are files being transferred and destroyed
IAW current regulations? AR 25-400-2, chapter 7 _____
_____

7. Do all documents in file contain the file
number of the file they are placed in along the
right hand margin?AR 25-400-2, para 5-4   _____
_____

8. Are "dummy" folders used properly?
AR 25-400-2, para 6-2d   _____
_____

9. Are files labels properly typed or written?
AR 25-400-2, chapter 6   _____

_____

10. Are drawer labels prepared and displayed
properly?
AR 25-400-2, para 6-2(e & g) figure 6-3/4   _____

_____

11. Are binder labels prepared and displayed
properly? AR 25-400-2, para 6-3/6-4   _____

_____

12. Are the proper label titles and disposition
instructions used for the material being filed?
AR 25-400-2, app B   _____

_____

                                                   GO   NO
                                           GO

13. Does the unit properly prepare and maintain
SF 135 after transfer of files?
AR 25-400-2, para 9-5: fig 9-1/9-2/9-3   _____

_____

14. Are classified documents and unclassified
documents in separate containers? AR 25-400-2   _____

_____

15. Are guides being utilized to divide files?
AR 25-400-2, para 6-1   _____

_____

16. Are "General Files" being properly utilized?
AR 25-400-2, para 7-3   _____

_____

17. WERE ALL DEFICIENCIES CORRECTED FROM
LAST INSPECTION?**   _____

_____

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COMMAND INSPECTION CHECKLIST
FILES MANAGEMENT
11 February 2000
OVERALL RATING: UNSATISFACTORY   SATISFACTORY COMMENDABLE

COMMENTS:_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

**--denotes critical area